

POSITION DESCRIPTION

Human Resources Manager

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

Responsible for overseeing the Human Resources function within the People and Culture department, the HR manager will provide mentoring and leadership to build capability and capacity that responds to the needs of the organisation. This role will be pivotal in helping to achieve ERH strategic goals through collaboration, implementing new initiatives and leading change.

Position Details	
Position Title:	Human Resources Manager
Department	People, Culture and Safety
Reports to:	Executive Director People, Culture and Safety
Positions Reporting to this role:	4x varying HR positions
Budget:	\$0 – Responsibility to monitor (accountability with EDPCS)
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers (2021-2025)
Position Classification:	HS6
Position Description last reviewed:	March 2024

Key Accountabilities
Strategically identify and implement initiatives aimed at driving improvements, enhancing efficiencies, and optimising customer service within the organisation.
Provide a mentoring framework to support the professional development of entry level team members or those developing specific area knowledge
Provide strong leadership within the HR team by offering guidance and direction on critical areas including EBA interpretation, data analytics, industry best practices, injury management and payroll integration. Effectively communicate strategic insights, facilitate knowledge sharing, and ensure alignment with organisational objectives to optimise efficiency and promote excellence in HR practices.
Ensure policies and procedures remain current, reflecting both industry best practices and evolving legislative requirements. Conduct regular reviews and audits to assess alignment with standards and regulations
Support the improvement projects within the People and Culture team, taking accountability to lead in appropriate projects ie; HRIS implementation, workforce planning,
Ensure organisational compliance with all existing and upcoming legislation and government requirements. This includes Workplace Health and Safety, Fair Work Act, various enterprise agreements and other as required or notified by Health Legal.
Lead, manage and assist in all industrial relation and disciplinary processes, ensuring that all compliance and best practice methods are achieved during so.
Develop key relationships across the organisation and take responsibility for seeking feedback and communicating key information through relevant means.

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Attend Board P&C Committee and Executive P&C Committee meetings, presenting and providing information as required.

Responsible for the department budget in conjunction with the EDPC

Organisational Responsibilities

Positively promote ERH within and externally to the organisation

Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct

Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position

Comply with relevant registration bodies mandatory continuing professional development requirements

Carry out all work and interactions in alignment with the CARE values

Report all incidents and near misses as soon as possible after the event

Participate in risk management activities and assist with identification and control of risks within their department or area of work

Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Collaboration



Works with a team focus
Cooperates with others and gains input and support to assist in achieving objectives
We work with others to achieve shared goals

Accountability



Monitors the impact of one's own behaviour on others
Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them

Respect



Treats people fairly and openly
Treats people with dignity
Demonstrates personal standards of consistency, tolerance and patience

Excellence



Consistently supports and follows organisational policies and procedures
Actively participates in identifying opportunities to improve what we do



Key Relationships

Internal	External
Executive and management	Unions and VHIA
All staff	Legal Professionals
Payroll team	Recruitment Consultants
Education team	Worksafe and Workcover Insurers

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Selection Criteria
Essential:
Qualifications: <ul style="list-style-type: none"> Diploma Human Resources (minimum)
Extensive experience in generalist HR duties
Demonstrated ability to deliver improvement initiatives and projects that require planning, collaboration and broad stakeholder engagement
A strong customer service focus and approach
Demonstrated ability to communicate professionally, respectfully and with clear messaging both verbally and in writing
A sound understanding of good governance, together with sound operational planning, reporting writing and administrative skills
Exceptional interpersonal skills to positively build effective working relationship and drive engagement across the team and organisation
Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.
Desirable:
Qualifications: <ul style="list-style-type: none"> Degree in Human Resources or Business Management Cert IV OHS Rehabilitation Co-ordinator
Experience in a management/leadership role
Experience in strategic planning

Leadership Capabilities					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
Collaboration 	Inspires direction & purpose			✓	
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively			✓	
Accountability 	Acts with integrity			✓	
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation			✓	
Respect	Accessible communicator			✓	
	Values difference			✓	
	Consistently articulates		✓		

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	direction				
	Empowers others		✓		
	Respectfully influences				✓
Excellence 	Delivers results		✓		
	Plans and prioritises		✓		
	Thinks and solves problems			✓	
	Consumer focus			✓	
	Innovation change leader				✓

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File